Cost Center Variant for Time Entry

QUICK REFERENCE GUIDE

Use this procedure to use the Cost Center Variant.

Cost Center Variant for Time Entry

Perform this procedure when you need to have the cost center added to the Personnel Number Selection for Fast Data Entry. This can be used to load all active employee pernr's into the selection section to entry the wage types and amounts for county fee employees.

Prerequisites:

- Employee is active in KHRIS
- You have access to the employees
- You want to enter all the employees in your cost center and their time entery data, including regular wages, overtime and other time entries.

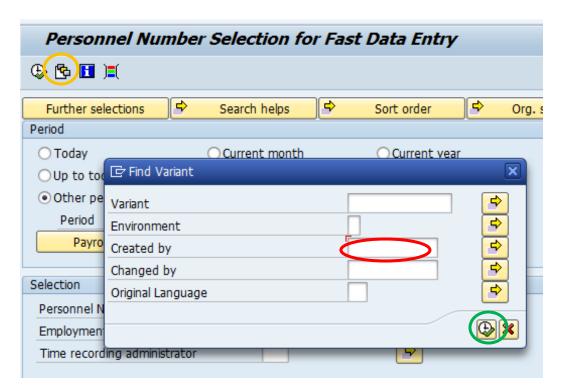


Enter the Transaction code (CAT2) in the command field

Click the green check



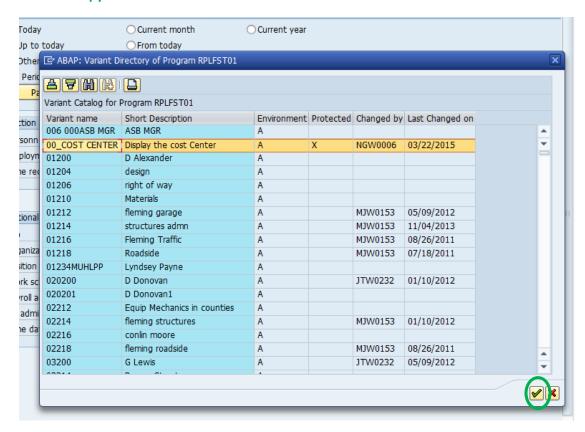




Click the Get Variant button. This will open the Find Variant Window.

Delete your employee ID in the created by field

Click the **Copy** button

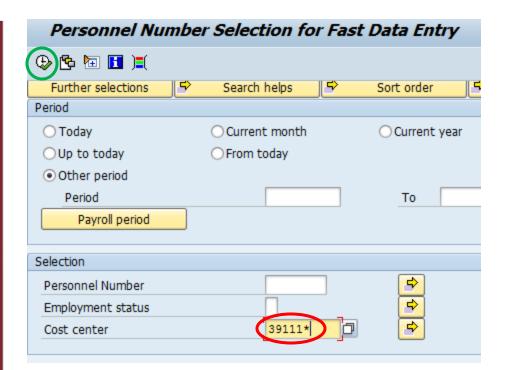


Select the 00_COST CENTER varinat.

Click the green check







Enter the your cost center with an asterisk in the Cost Center field

Click the **Execute** button

